California Medical Waste Management Program
MEDICAL WASTE TRANSPORTERS
DATA SUBMISSION PROTOCOL

This guidance sheet is provided for your convenience to help answer questions regarding data submission. Keep it for your records.

Health and Safety Code, Section 118029, requires medical waste transporters to submit to the California Department of Public Health (CDPH) a quarterly list of all medical waste generators that they service. Because of the large amount of data that must be compiled, CDPH is requiring transporters to file this information with the Medical Waste Management Program in an electronic format. Initially, all transporters must submit information on generators they serviced during the most recent 90-day period by March 31, 1994. After March 31, 1994, quarterly reports on generators will be required within 10 days of the close of the calendar quarters ending March 31, June 30, September 30, and December 31.

Several software and hardware options are acceptable. The data submitted must meet the following specifications:

- Data files must be accessible from IBM PC-compatible computers. PC versions of the data are strongly preferred; if a Mac-based program is used, please save the file in PC format or ASCII, to a PC-formatted diskette.

- Any program capable of generating a tab-delimited text file in ASCII format may also be used. A tab-delimited ASCII file is simply a text or character file where tabs are used to separate the fields in each record. Saving a file in ASCII format is an option available on almost all word processors, spreadsheets, databases, and accounting programs. This format may also be useful to those who do not use any of the above listed programs.

- Data must be stored on 3.5-inch diskettes, CDs, or sent as an attachment via electronic mail.

- The following software programs may be used to generate the required data: DBase, Lotus, FileMaker Pro, Excel, and/or Access.

- The data file submitted must contain one record for each medical waste generator facility serviced. Each record must contain all the required fields, even if the field is blank because the data is not available. (For example, the second address line of the facility may not be needed, for the ZIP code may not be known.) On the next page is a list of the required field names and an explanation of what each field should contain. The field names are shown in upper case and should be defined exactly as listed. All fields should be text (character) fields. Number, date, calculated, or other types of fields should not be used.

Do not use compression programs to make files fit on a diskette or CD. Files too large for a single diskette must be broken down into multiple files on separate disks. Use newly formatted diskettes and do not put any other data files or software on the diskettes submitted.

If the file is saved onto a diskette or zip disk as a tab-delimited ASCII file, follow the same order as shown on the attached example spreadsheet (see below).

Attach a label to the diskette before mailing which provides the company name, the name of the software that generated the data file, the name of the data file, and the date. Use plastic "bubble" envelopes, or special cardboard mailers to ensure that the diskettes are not damaged in transit.

Mail data to: Medical Waste Management Program
                     California Department of Public Health
                     MS 7405
                     P.O. Box 997377
                     Sacramento, CA 95899-7377

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